

## HTF CONTRACT PROCESS (A)



**Assistant Director** approves award of HFU Funds.



**Support staff** issues a letter of award and sends the letter along with the Project Data Sheet (PDS) to the contractors.



**Contractor** fills in the PDS and sends it back to Contract Specialist (CS)



**Contracts Specialist (CS)** sends the draft contract to the contractor for **review only**.



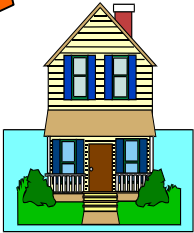
**Contract manager (CM)** reviews and confirms the contents and sends back to CS.



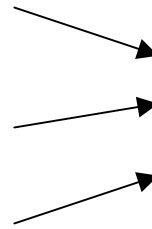
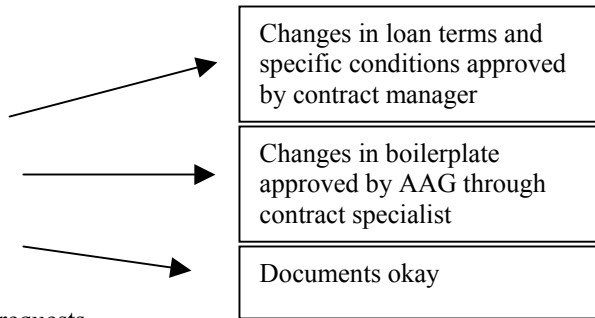
Contractor and the contract manager agree on all elements of the terms and conditions and notify CS of any changes



CS produces a draft contract based on information included in the PDS, FAB summary, & award ltr and forwards it to the CM for review & approval.



**Contractor** reviews and requests changes, if any.



CS incorporates all changes and sends final contract to AAG for final signature.



CS coordinates the internal routing in the HTF for signature



**Contractor** signs and returns contract and any other required documents to CS, according to the instructions in letter sent by CS.



After AAG signs, CS sends the final contract to contractor for signature. Incl. in the packet are Deed, Covenant, Contract, Prom. Note, Voucher, Sign. Author. Fee Remit. Form. All documents incl. Funding commitment letters must be on file.



**Assistant Director** signs all contract documents.



**CM** sends the copy to the contractor.



**Contractor** receives the copy and sends Plans & Specs to WCRA